

# **CHAPTER 10**

## **TYPES OF FILINGS**

**Amended/Amendment to Schedules D, E and F**

**Motions/Applications/Objections  
(No Fee and Fee Based)**

**Answers/Responses/Objections**

**Amended Documents**

**Attachments to Documents**

**Notices**

**Miscellaneous Proceedings**

## Amended Schedules D, E & F

This module demonstrates the steps to amend Schedules D, E & F. These are **fee-based amendments**. If the amended schedules are filed at one time there is one fee. If they are filed at separate times, the same fee is charged for each schedule.

**STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

**STEP 2** The **Bankruptcy Events** screen displays.

- ◆ Click the Miscellaneous hypertext link.

**STEP 3** The **Case Number** screen displays.

- ◆ Enter the complete case number (office code-yy-bk-nnnnn).
- ◆ Click **[Next]** to continue.

**STEP 4** The **Document Selection** screen displays. (See Figure 1)

ECF Bankruptcy • Adversary •

Miscellaneous

[6:05-bk-00112-KSJ Jack Sparrow](#)

- Addendum
- Affidavit
- Agreement
- Amended Creditor Matrix (Fee)- Only use when no separate amendment is being filed
- Amended Involuntary Petition
- Amended Voluntary Petition
- Amended/Amendment to Schedule D, E or F (Fee)
- Amendment

Next Clear

**Figure 1**

- ◆ Verify the case name and case number that is displayed.
  - ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
  - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of miscellaneous events. Highlight *Amended/Amendment to Schedules D, E, or F (Fee)*.
- ◆ Click **[Next]** to continue.

**STEP 5** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

**Note:** If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** to continue.

**STEP 6** The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).
- ◆ Click **[Next]** to continue.

**STEP 7** The **Enter Schedules** screen displays. (See Figure 2)

ECF Bankruptcy • Adversary • Query • Re

Miscellaneous:  
6:05-bk-00112-KSJ Jack Sparrow

Which schedules are being amended (D, E, or F)?

**PLEASE NOTE:** Select Amended or Amendment to from the dropdown list on the docket text screen.

**QUESTION:** Does this amendment correct a previously filed amendment that was deficient **AND** was the fee previously paid?  
Select Yes or No from the list below.

No  
Yes

**Figure 2**

- ◆ Enter the schedule or schedules being amended.
- ◆ Click the down arrow ▼ to select “Yes” or “No” when asked if you are correcting a previously filed amendment that was deficient and the fee was previously paid.
- ◆ Click **[Next]** to continue.

**STEP 8** The **Filing Fee** screen displays.

- ◆ Click **[Next]** to continue.

**STEP 9** The **Final Docket Text** screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:  
6:05-bk-00112-KSJ Jack Sparrow

**NOTE:** Only text in the white boxes can be modified

**Docket Text: Modify as Appropriate.**

Schedule F. (Verify Fee)  Filed by Christine Baker on  
behalf of Debtor Jack Sparrow . (Baker, Christine)

**Figure 3**

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. Select **Amended** or **Amendment to** from the list. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]  
Addendum to  
Agreed  
Alias  
**Amended**  
**Amendment to**  
Certified  
Consent  
Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended  
Fourth  
Fourth Amended  
Initial  
Interim  
Intervenor's  
Joint  
Limited  
Modified  
Omnibus  
Opposition  
Pluries  
Pre-Trial  
Proposed  
Renewed

Sealed  
Second  
Second Amended  
Sixth  
Status  
Stipulated  
Supplemental  
Supporting  
Third  
Third Amended  
Third Party  
Trial  
Unilateral  
Unopposed  
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry (i.e.: names of the added creditors).
- ◆ Click **[Next]** to continue.

**STEP 10** The **Final Approval** screen displays. (See Figure 4)

**CM/ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Miscellaneous:**  
[6:05-bk-00112-KSJ Jack Sparrow](#)

**Docket Text: Final Text**

**Amendment to Schedule F. (Verify Fee) Adding GMAC and Ford Motor Credit Filed by Christine Baker on behalf of Debtor Jack Sparrow. (Baker, Christine)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

**Figure 4**

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct:
  - ◆ Click **[Next]** to continue and officially submit the document.
- ◆ If the Final Docket Text is incorrect:
  - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - ◆ To abort the event and begin again, return to **Step 1**.

**STEP 11** The **Electronic Payment** screen appears. (See Figure 5)

Date Incurred	Description	Amount
2004-03-22 14:40:59	Amended/Amendment to Schedule D, E, or F (Fee)(6:03-bk-00005-AB) [mist,amdscha] ( 26.00)	\$ 26.00
		<b>Total: \$ 26.00</b>

**Figure 5**

- ◆ A summary of current charges appears showing the date incurred, description and amount.
- ◆ The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.

**Note:** If you receive **ANY** messages/warnings during the payment process, **IMMEDIATELY** contact the help desk in the appropriate division. **DO NOT** make further attempts to pay fees without instruction from the Clerk's office. Also, **DO NOT** use the **BACK** button during the payment process. Failure to take these precautions may cause you to be charged twice for the same fee.

- ◆ Select **[Continue Filing]** if you are filing multiple cases and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 15**.
- ◆ If you select **[Pay Now]** proceed to **Step 12**.

**STEP 12** The **Payment Information** screen will display. (See Figure 6).

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Notices & Agreement

**Enter Payment Information**

Cardholder Name:	Connie Delamater *
Address:	801 N. Florida Avenue *
Address 2:	
City:	
State:	-- OR --
Province / Region / County:	
Country:	
(Instead of state, if necessary)	
Zip Code:	33602 *
Card Type:	Visa *
Card Number:	
Security Code:	
Expiration Date:	/ *
Payment Amount:	\$370.00 *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Continue Quit

**Plastic Card Payment Steps**

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

**Figure 6**

- ◆ The fields marked with a red asterisk are mandatory fields. Your name, street address and zip code are automatically filled in based on the information in your ECF account. It is not necessary to add your city and state unless you prefer this information to appear in your confirmation receipt.
- ◆ Click the card type. The court accepts the following credit cards:

Visa  
Master Card  
Discover  
American Express  
Diner's Club



- ◆ Enter the credit card number.
- ◆ The security code is not required but can be used to provide internal control of your credit card. The transaction will fail if the security code from the back of the card is not entered correctly.
- ◆ Select the card's expiration month from the drop down list and enter the expiration year.
- ◆ Verify the amount being paid and click **[Continue]**.

**STEP 13** The **Payment Summary and Authorization** screen displays. (See Figure 7).

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Notices & Agreement

### Payment Summary and Authorization

Cardholder Name: Connie Delamater	<b>Plastic Card Payment Steps</b> <ol style="list-style-type: none"><li>1. Select Payment Type</li><li>2. Enter Payment Information</li><li>3. <b>Authorize Payment / Payment Summary</b></li><li>4. Payment Confirmation</li></ol>
Address: 801 N. Florida Avenue	
Address 2:	
City:	
State:	
Country:	
Zip Code: 33602	
Card Type: Visa	
Card Number: *****1111	
Expiration Date: 4 / 2007	
Payment Amount: \$370.00	
Current Date and Time: 08/04/2004 01:24 PM	

**Authorization\***

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

**Confirmation Receipt Request**

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

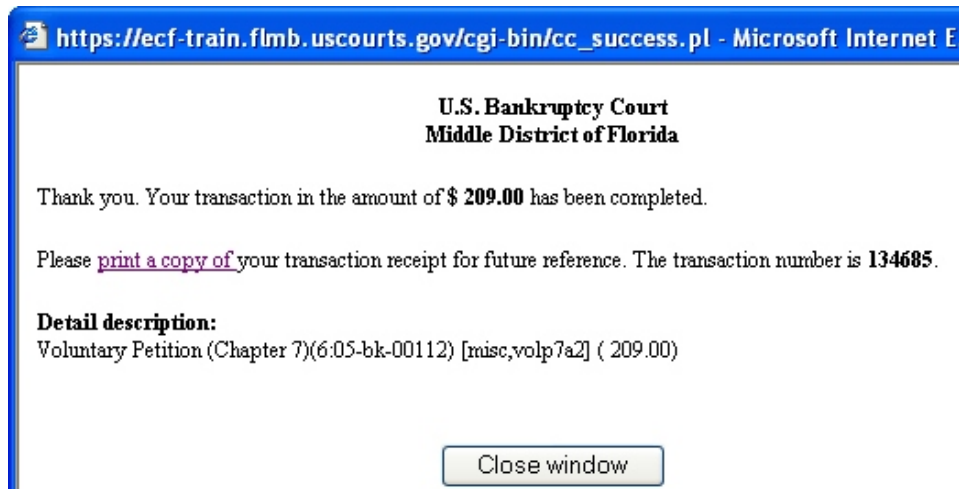
**Figure 7**

- ◆ Verify information and if acceptable, click the Authorization box.
- ◆ If you would like to receive a confirmation e-mail, key in your e-mail address in both fields.

**Note:** In testing we have found that certain keystrokes, such as hitting the enter key twice, will cause you to receive duplicate confirmation e-mails even though you have only made one payment. Best practice is to click the **[Continue]** and **[Make Payment]** buttons with your mouse.

- ◆ Click **[Make Payment]**.

**STEP 14** The **Transaction Receipt** screen displays. (See Figure 8).



**Figure 8**

- ◆ You can print this screen by clicking on the **print a copy of** hypertext link to save the transaction for future reference. If you provided your e-mail address, the confirmation e-mail you receive will contain the same information.
- ◆ Click **[Close Window]** to continue.

**STEP 15** The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆ Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.

- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

**STEP 16** Upload the added Creditors.

- ◆ Refer to *Chapter 7 - Upload a Creditor Matrix or Individual Creditor* for instructions on uploading the creditors addressed in the amendment.

## Motions/Applications/Objections

This module demonstrates the steps to file a motion/application/objection in the CM/ECF system. This example demonstrates the electronic filing of a Motion for Sanctions. The same steps would be followed for other types of motions/applications/objections. Motions/applications will be found in the Motions/Applications/Objections category.

### Motion for Sanctions

**STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

**Note:** If the document is in an adversary proceeding, choose the Adversary hypertext link.

**STEP 2** The **Bankruptcy Events** screen displays.

- ◆ Click the Motions/Applications/Objections hypertext link.

**STEP 3** The **Case Number** screen displays.

- ◆ Enter the complete case number (office code-yy-bk-nnnnn).
- ◆ Click **[Next]** to continue.

**STEP 4** The **File a Motion** screen displays.

- ◆ Verify the case name and case number that is displayed.
  - ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
  - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

- ◆ Click the down arrow ▼ to reveal the list of motions/applications/objections or press the “a” for applications, “m” for motions or “o” for objections. Highlight *Motion for Sanctions*.

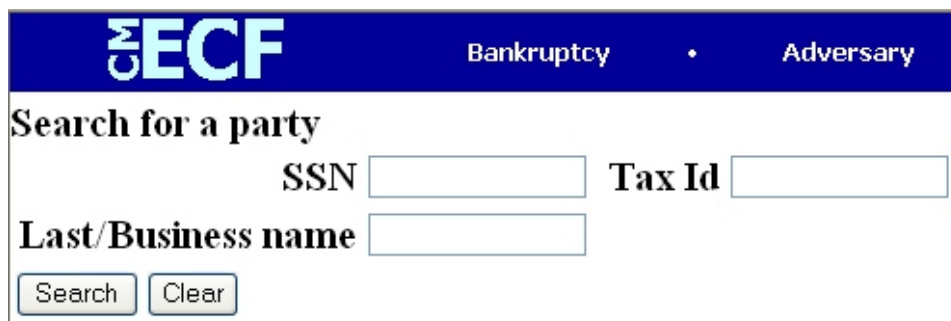
**Note:** You may continue to press the “a”, “m” or “o” until the motion/application/objection you are filing is highlighted.

- ◆ Click **[Next]** to continue.

**STEP 5** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.  
**Note:** If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** and proceed to **Step 9**.
- ◆ If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 6**.

**STEP 6** The **Search Party** screen displays. (See Figure 9)



ECF Bankruptcy • Adversary

Search for a party

SSN  Tax Id

Last/Business name

**Figure 9**

- ◆ Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case.
- ◆ Click **[Search]** to continue.

**STEP 7** The **Party Search Results** screen displays. (See Figure 10)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

Party search results

- Jones, James
- Jones, Peter Paul
- Jones, Sally
- Jones & Jones,
- Jones, Inc.,

Select name from list Create new party

**Figure 10**

- ◆ If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, click on each name until you find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.

- ◆ If the system does not find the party with the search criteria entered, it will display a message **No person found** (See Figure 11)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

Party search results

No person found.

Create new party

**Figure 11**

- ◆ Click **Create New Party** to add the party to the case.

**STEP 8** The **Party Information** screen displays (See Figure 12).

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Party Information**  
James Jones SSN:192-39-2983

Office  Address 1   
 Address 2  Address 3   
 City  State  Zip   
 County  Country   
 Phone  Fax   
 E-mail   
 ProSe  Role   
 Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

**Figure 12**

**Note:** If you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

- ◆ Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.
- ◆ The **Role** type will default to “debtor” and **must** be changed to reflect the correct party role for the party being added.
- ◆ The **Party Text** box can be used to add an additional descriptive nature to the party’s name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
- ◆ When all information is entered, click **[Submit]** to add the party to the case.

**STEP 9** The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).
- ◆ Click **[Next]** to continue.

**STEP 10** The **Refer to Existing Event** screen displays.

- ◆ This option allows you to relate the motion/application/objection to a previously filed document. Most motions/applications/objections will not relate to a previously filed document.
- ◆ Click **[Next]** to continue.

**STEP 11** The **Final Docket Text** screen displays. (See Figure 13)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**File a Motion:**  
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

**NOTE: Only text in the white boxes can be modified**

**Docket Text: Modify as Appropriate.**

Motion For Sanctions  Filed by Joint Debtor Elizabeth Sparrow, Debtor Jack Sparrow. (Baker, Christine)

**Figure 13**



- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]  
Addendum to  
Agreed  
Alias  
Amended  
Amendment to  
Certified  
Consent  
Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended  
Fourth  
Fourth Amended  
Initial  
Interim  
Intervenor's  
Joint  
Limited  
Modified  
Omnibus  
Opposition  
Pluries  
Pre-Trial  
Proposed  
Renewed

Sealed  
Second  
Second Amended  
Sixth  
Status  
Stipulated  
Supplemental  
Supporting  
Third  
Third Amended  
Third Party  
Trial  
Unilateral  
Unopposed  
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Blackbeard Industries” to indicate whom the motion for sanctions are against.
- ◆ Click **[Next]** to continue.

**STEP 12** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
  - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket text is incorrect:
  - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 13**     The **Notice of Electronic Filing** screen displays.

- ◆     The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆     Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆     Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆     Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆     To print a copy of this notice click the browser **[Print]** icon.
- ◆     To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆     You may also save the notice through the browser **File/Save** option.

## Fee Based Motions/Applications

This module demonstrates the steps to file a fee based motion/application in the CM/ECF system. This example demonstrates the electronic filing of a Motion to Convert to Chapter 7. The same steps would be followed for other types of fee based motions/applications. Fee Based motions/applications will be found in the Motions/Applications/Objections category.

### Motion to Convert Case to Chapter 7

**STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

**Note:** If the document is in an adversary proceeding, choose the Adversary hypertext link.

**STEP 2** The **Bankruptcy Events** screen displays.

- ◆ Click the Motions/Applications/Objections hypertext link.

**STEP 3** The **Case Number** screen displays.

- ◆ Enter the complete case number (office code-yy-bk-nnnnn).
- ◆ Click **[Next]** to continue.

**STEP 4** The **File a Motion** screen displays.

- ◆ Verify the case name and case number that is displayed.
- ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

- ◆ Click the down arrow ▼ to reveal the list of motions/applications/objections or press the “a” for applications, “m” for motions and “o” for objections. Highlight *Motion to Convert Case to Chapter 7*.

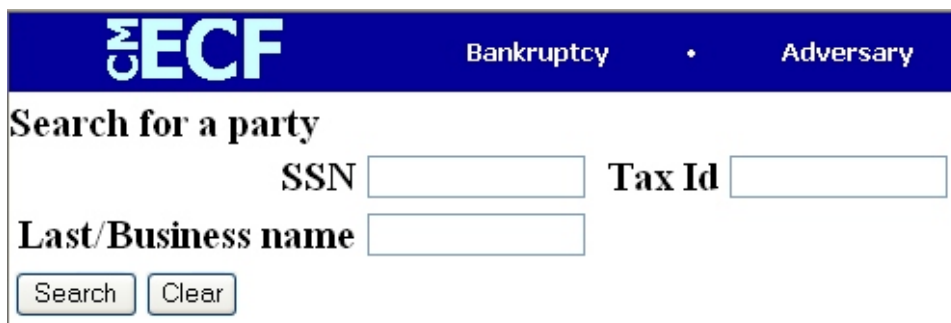
**Note:** You may continue to press the “a”, “m” or “o” until the motion/application/objection you are filing is highlighted.

- ◆ Click **[Next]** to continue.

**STEP 5** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.  
**Note:** If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** and proceed to **Step 9**.
- ◆ If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 6**.

**STEP 6** The **Search Party** screen displays. (See Figure 14)



ECF Bankruptcy • Adversary

Search for a party

SSN  Tax Id

Last/Business name

**Figure 14**

- ◆ Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case.
- ◆ Click **[Search]** to continue.

**STEP 7** The **Party Search Results** screen displays. (See Figure 15)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

Party search results

Jones, James  
Jones, Peter Paul  
Jones, Sally  
Jones & Jones,  
Jones, Inc.,

Select name from list Create new party

**Figure 15**

- ◆ If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, click on each name until you find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.

- ◆ If the system does not find the party with the search criteria entered, it will display a message **No person found** (See Figure 16)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section titled 'Search for a party' with input fields for SSN, Tax Id, and Last/Business name, along with Search and Clear buttons. The 'Party search results' section displays the message 'No person found.' and a 'Create new party' button.

Figure 16

- ◆ Click **Create New Party** to add the party to the case.

**STEP 8** The **Party Information** screen displays (See Figure 17).

The screenshot shows the 'Party Information' screen in the ECF system. The header bar includes the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. The page title is 'Party Information' followed by the name 'James Jones' and SSN '192-39-2983'. The form contains various input fields: Office, Address 1 (4321 Ok Coral Lane), Address 2, Address 3, City (Charlotte), State (NC), Zip (28202), County (Mecklenburg), Country, Phone, Fax, E-mail, ProSe (no), and Role (Plaintiff (pla:pty)). There is a 'Party text' field at the bottom. At the bottom of the form are buttons for 'Attorney...', 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all attorneys and aliases before clicking the Submit button.'

Figure 17

**Note:** If you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

- ◆ Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.
- ◆ The **Role** type will default to “debtor” and **must** be changed to reflect the correct party role for the party being added.
- ◆ The **Party Text** box can be used to add an additional descriptive nature to the party’s name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
- ◆ When all information is entered, click **[Submit]** to add the party to the case.

**STEP 9** The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.



**STEP 10** The **Fee Information** screen displays. (See Figure 18)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

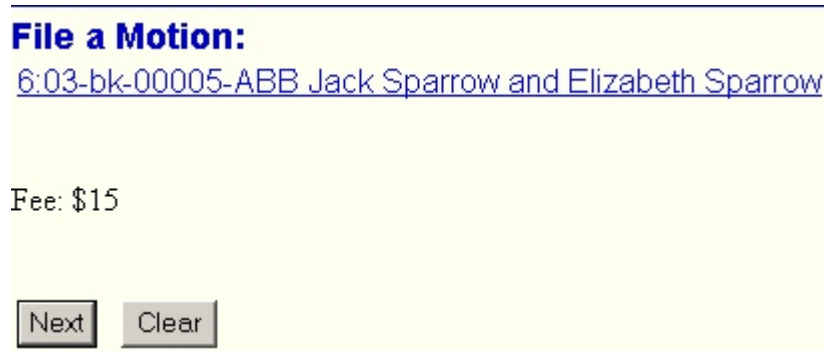
**File a Motion:**  
[6:05-bk-00112-KSJ Jack Sparrow](#)

**FILING FEE:** Debtors and Creditors are required to pay a filing fee with this motion.

**IMPORTANT:** Are you the Trustee, Attorney for Trustee, or the United States Trustee? Select Yes or No from the list below:

**Figure 18**

- ◆ Debtors and Creditors are required to pay the \$15.00 filing fee. The filing fee for Trustees, Attorneys for Trustees and the United States Trustee are deferred.
- ◆ Click the down arrow ▼ to select “Yes” or “No” when asked if you are correcting a previously filed amendment that was deficient and the fee was previously paid.
- ◆ Click **[Next]** to continue.

**STEP 11** The **Required Fee** screen displays. (Figure 19)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Motion:**  
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Fee: \$15

**Figure 19**

- ◆ Click **[Next]** to continue.

**STEP 12** The **Refer to Existing Event** screen displays.

- ◆ This option allows you to relate the motion/application/objection to a previously filed document. Most motions/applications/objections will not relate to a previously filed document.
- ◆ Click **[Next]** to continue.

**STEP 13** The **Final Docket Text** screen displays. (See Figure 20)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

**File a Motion:**  
[6:05-bk-00112-KSJ Jack Sparrow](#)

**NOTE: Only text in the white boxes can be modified**

**Docket Text: Modify as Appropriate.**

▼ Motion to Convert Case to Chapter 7  (Verify Fee).

**Filed by Christine Baker on behalf of Debtor Jack Sparrow . (Baker, Christine)**

**Figure 20**

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]  
Addendum to  
Agreed  
Alias  
Amended  
Amendment to  
Certified  
Consent

Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended  
Fourth  
Fourth Amended  
Initial  
Interim  
Intervenor's  
Joint  
Limited  
Modified  
Omnibus  
Opposition  
Pluries  
Pre-Trial  
Proposed  
Renewed  
Sealed  
Second  
Second Amended  
Sixth  
Status  
Stipulated  
Supplemental  
Supporting  
Third  
Third Amended  
Third Party  
Trial

Unilateral  
Unopposed  
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.
- ◆ Click **[Next]** to continue.

**STEP 14** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
  - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
  - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 15** The **Electronic Payment** screen displays. (**Figure 21**)

Summary of current charges:		
Date Incurred	Description	Amount
2003-08-11 13:20:21	Motion to Convert Case to Chapter 7(6:03-bk-00005- ABB) [motion,mcnv7] ( 15.00)	\$ 15.00
		Total: \$ 15.00
<div>Pay Now</div> <div>Continue Filing</div>		

**Figure 21**

- ◆ A summary of current charges appears showing the date incurred, description and amount.
- ◆ The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.

**Note:** If you receive **ANY** messages/warnings during the payment process, **IMMEDIATELY** contact the help desk in the appropriate division. **DO NOT** make further attempts to pay fees without instruction from the Clerk's office. Also, **DO NOT** use the **BACK** button during the payment process. Failure to take these precautions may cause you to be charged twice for the same fee.

- ◆ Select **[Continue Filing]** if you are filing multiple cases and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 19**.
- ◆ If you select **[Pay Now]** proceed to **Step 16**.

**STEP 16** The **Payment Information** screen will display. (See Figure 22).

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Notices & Agreement

**Enter Payment Information**

Cardholder Name:  \*

Address:  \*

Address 2:

City:

☒ State:  -- ☐ OR - ☐ Province / Region / County:

Country:

(Instead of state, if necessary)

Zip Code:  \*

Card Type:  \*

Card Number:  \*

Security Code:

Expiration Date:  /  \*

Payment Amount:  \*

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

**Plastic Card Payment Steps**

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

**Figure 22**

- ◆ The fields marked with a red asterisk are mandatory fields. Your name, street address and zip code are automatically filled in based on the information in your ECF account. It is not necessary to add your city and state unless you prefer this information to appear in your confirmation receipt.
- ◆ Click the card type. The court accepts the following credit cards:
  - Visa
  - Master Card
  - Discover
  - American Express
  - Diner's Club
- ◆ Enter the credit card number.

- ◆ The security code is not required but can be used to provide internal control of your credit card. The transaction will fail if the security code from the back of the card is not entered correctly.
- ◆ Select the card's expiration month from the drop down list and enter the expiration year.
- ◆ Verify the amount being paid and click **[Continue]**.

**STEP 17** The **Payment Summary and Authorization** screen displays. (See Figure 23).

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Notices & Agreement

### Payment Summary and Authorization

Cardholder Name:	Connie Delamater
Address:	801 N. Florida Avenue
Address 2:	
City:	
State:	
Country:	
Zip Code:	33602
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	4 / 2007
Payment Amount:	\$370.00
Current Date and Time:	08/04/2004 01:24 PM

**Authorization\***

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

**Confirmation Receipt Request**

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

**Plastic Card Payment Steps**

1. Select Payment Type
2. Enter Payment Information
3. **Authorize Payment / Payment Summary**
4. Payment Confirmation

**Make Payment** **Edit** **Cancel**

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

**Figure 23**

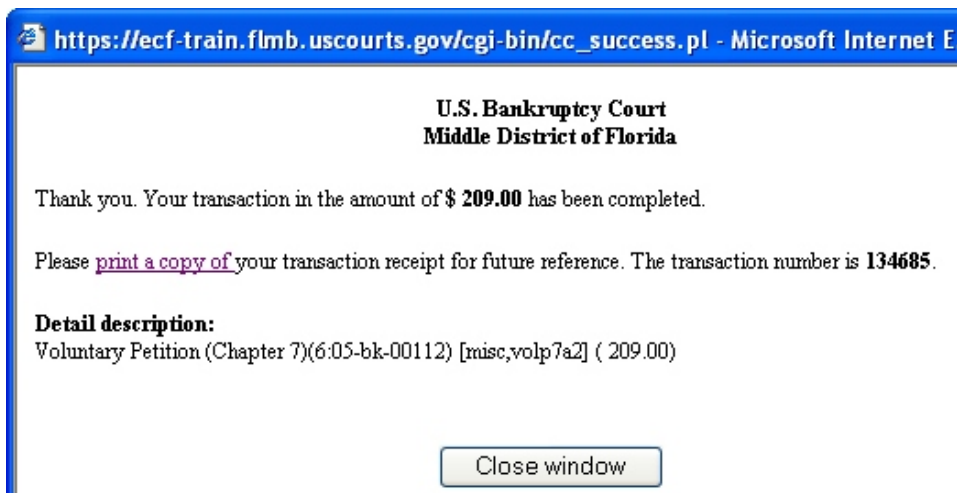
- ◆ Verify information and if acceptable, click the Authorization box.

- ◆ If you would like to receive a confirmation e-mail, key in your e-mail address in both fields.

**Note:** In testing we have found that certain keystrokes, such as hitting the enter key twice, will cause you to receive duplicate confirmation e-mails even though you have only made one payment. Best practice is to click the **[Continue]** and **[Make Payment]** buttons with your mouse.

- ◆ Click **[Make Payment]**.

**STEP 18** The **Transaction Receipt** screen displays. (See Figure 24).



**Figure 24**

- ◆ You can print this screen by clicking on the **[print a copy of](#)** hypertext link to save the transaction for future reference. If you provided your e-mail address, the confirmation e-mail you receive will contain the same information.
- ◆ Click **[Close Window]** to continue.



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**STEP 19** The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆ Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.